

California Department of Veterans Affairs

“Honoring California’s Veterans”



Classification: **Staff Services Manager I (\$5079-6127)**
Limited Term, Full-Time, up to 18 months

Location: Veterans Home of California-Barstow
Barstow, CA

Who Should Apply: Current State employees within this classification or those who are eligible on a certification list, transfers, or reinstatement. **SROA/SURPLUS PROVISIONS APPLY. May also consider a training and development assignment.**

Duties and Responsibilities:

Under the direction of the Assistant Hospital Administrator, the Staff Services Manager I (SSM I) is responsible for Medical Administrative Services, Accounting, Budgets, Admissions, Outside Medical Billing, Health Information Management, Mail Room and Reception Staff for the Veterans Home of California-Barstow.

- Plan, organize and direct the financial operations of the Veterans Home. Develop and maintain an annual budget allocation plan for the Veterans Home with ongoing monitoring, auditing and feedback systems that ensures compliance with existing expenditure and reimbursement authority.
- Coordinate the Admissions Review Committee (ARC) on a weekly basis to review applications and eligibility. Oversee the scheduling of admissions and the initial admission process. Ensure that Admissions Services are appropriately directed and utilized in carrying out the Home's mission. Coordinates Admissions appeals and hearings. Provide ongoing updated admission and census reports to Home Administration, USDVA, and CDVA Veterans Homes Division as required. Monitor daily census both facility-wide and by level of care. Provide monthly average census data reports.
- Supervise and direct the work of the Patient Benefits Office and its Patient Benefit and Insurance Officers (PBIO), including collecting income questionnaires, determining individual resident fees and fee adjustments, and maintaining records and systems necessary for this process. Ensure the PBIO, in collaboration with the Veterans Representative, initiates a request for verification of income to determine if an Aid & Attendance allowance is collectible.
- Direct the operations of the Mail Room and Front Desk/Reception.
- Through the Health Records Technician I, oversee the management of the Health Information Management (HIM) Department who monitors and ensures completeness, credibility and accuracy of the Resident Health Record (RHR). Ensures compliance with the Health Information Portability and Accountability Act (HIPAA) and with patient confidentiality requirements.
- Attend Executive Steering Committee (ESC) Meetings as scheduled. Present monthly census and budget reports. Advise the Assistant Hospital Administrator on Home operation policy matters. Attend Department Managers Meetings as scheduled. Provides training on financial and budgeting protocol to Department Managers as needed. Attend in-service training, Resident Town Hall Meetings, and other meetings, committees, and trainings as required.
- Understand and demonstrate principles of personnel management and supervision. Evaluate employee performance and completes probationary reports, annual performance appraisals and other paperwork required of a department manager and supervisor. Evaluates employee performance and takes corrective action using progressive discipline guidelines when improvement is needed.

How to Apply: Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs
Veterans Home of California-Barstow
100 E. Veterans Parkway
Barstow, CA 92311

Attn: Human Resources

Inquiries:

Voice: (760) 252-6282
TDD: (760) 252-6234

NOTE: In line #12 of the State Application, You must clearly indicate the basis of your eligibility; i.e., List, Transfer, T&D, SROA, Surplus, Reemployment or Reinstatement. Failure to do so could result in being rejected from the interview process.

Final Filing Date: Until Filled

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED.

RELEASED: 11.20.08